Any changes to Terms of Reference must be approved by the FoMD Professionalism Committee.

1. Vision: Fairness, Timeliness, Support

2. Mission Statement: To provide the Faculty of Medicine & Dentistry with an infrastructure and support system to appropriately manage lapses in professionalism and celebrate accolades.

3. Purpose:
Under the authority of the Faculty of Medicine & Dentistry, the FoMD Professionalism Triage Committee reports to the Associate Dean (Professionalism), who then reports to the Vice Dean Faculty Affairs. The purpose of this Committee is to provide an infrastructure that ensures consistent and just management of lapses within the Faculty of Medicine & Dentistry.

The committee will use the following definition of Professionalism (as defined by Drs. Cruess, Johnston, and Cruess and published in “Teaching and Learning in Medicine”, 2004):

“An occupation whose core element is work based upon the mastery of a complex body of knowledge and skills. It is a vocation in which knowledge of some department of science or learning or the practice of an art founded upon it is used in the service of others. Its members are governed by codes of ethics and profess a commitment to competence, integrity and morality, altruism, and to the promotion of the public good within their domain. These commitments form the basis of a social contract between a profession and society, which in return grants the profession a monopoly over the use of its knowledge base, the right to considerable autonomy in practice and the privilege of self-regulation. Professions and their members are accountable to those served, to the profession, and to society.”

4. Responsibilities:
   4.1 Review and process professionalism concerns reported through the Professionalism Button
   4.2 Provide policy, procedure, guidance, and support in the areas of:
       a) Professionalism, in general
       b) Addressing lapses, complaints, or grievances
       c) Celebrating and acknowledging accolades and the upholding of the highest levels of professionalism
   4.3 Liaise with Alberta Health Services on matters that pertain to AHS employee professionalism
   4.4 Develop and provide resources to assist academic leads in maintaining faculty-wide professionalism & mitigating lapses
4.5 Provide an annual report of activity to the Chairs of the Faculty of Medicine & Dentistry, via the Dean’s Office

5. Composition:
5.1 Chair (Associate Dean, Professionalism)
5.2 Appointed Members:
Six members shall be appointed by the Associate Dean, Professionalism, after consultation with current committee members and the Vice Dean, Faculty Affairs. These members will be chosen with consideration for the diversity of membership of the Faculty of Medicine & Dentistry.
5.3 Elected Member:
One member shall be elected. This individual shall hold a Faculty of Medicine & Dentistry appointment.

6. Procedures:
6.1 The appointment of Faculty members shall take place internally through the Associate Dean (Professionalism), with a term of 3 years, which is renewable once.
6.2 The Chair’s membership is contingent upon their leadership role, and will remain a part of this committee until such a time when they no longer hold this position.
6.3 All members of this committee are voting members.
6.4 Decisions requiring vote will be made such that majority response will determine the outcome

7. Meetings:
7.1 Meetings will be held bi-monthly.
7.2 A quorum will be the Chair (or a designated alternate) and 50% of voting members.

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<thead>
<tr>
<th>POSITION</th>
<th>MEMBER(S)</th>
<th>TERM</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Dr. Penny Smyth</td>
<td>As per position</td>
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<tr>
<td>Members:</td>
<td></td>
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<tr>
<td>Appointed</td>
<td>Dr. Bruce Fisher (Internal Medicine)</td>
<td>3 years</td>
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<tr>
<td>Appointed</td>
<td>Dr. Jennifer Walton (Pediatrics)</td>
<td>3 years</td>
</tr>
<tr>
<td>Appointed</td>
<td>Dr. Seema Ganatra (Dentistry, Clinical Faculty)</td>
<td>3 years</td>
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<tr>
<td>Appointed</td>
<td>Dr. Sandy Widdler (Surgery)</td>
<td>3 years</td>
</tr>
<tr>
<td>Appointed</td>
<td>Dr. Sujata Persad (Graduate Student Rep)</td>
<td>3 years</td>
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<tr>
<td>Appointed</td>
<td>Vacant (AHS)</td>
<td>3 years</td>
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<tr>
<td>Elected</td>
<td>Dr. Manjula Gowrishankar (Pediatrics)</td>
<td>3 years</td>
</tr>
<tr>
<td>Undergraduate Student Representative</td>
<td>Ms. Orysya Svystun</td>
<td>1-3 years, as per position</td>
</tr>
<tr>
<td>Graduate/Post-Graduate Student Representative</td>
<td>Dr. Britney Jones</td>
<td>1-3 years, as per position</td>
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Approved: May 2016; membership updated June 09, 2017 by ms